# CO1098 Information Management

**Credits:** *10*    **Convenor:** *Dr A Reiff-Marganiec*    **Semester:** *1ˢᵗ*

**Prerequisites:**    *none*

**Assessment:**    *Coursework: 100%*

**Lectures:**    *3   hours*
**Laboratories:**    *18   hours*          **Private Study:**    *54   hours*

## Subject Knowledge

**Aims**    This module aims to teach the use of the computer as a tool.

**Learning Outcomes**    Basic computer literacy. Students will learn to understand and gain experience with a variety of components of the Windows operating system.

**Methods**    Class sessions plus extensive laboratory classes and coursework.

**Assessment**    Marked coursework.

## Skills

**Aims**    To develop some basic IT skills, in particular, students will learn skills with the Windows 7 operating system.

**Learning Outcomes**    The students will develop skills in handling Word and Excel. The full scope of these packages is explored and practical skills are developed through a series of laboratory exercises.

**Methods**    Coursework with a variety of laboratory exercises. The course emphasises a 'hands-on' approach. Experience with computers is not a prerequisite for this module.

**Assessment**    Marked coursework.

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**Course Description**    The module comprises a series of nine laboratory classes with on-line instruction, supplemented by three lecture demonstrations. Assessment is solely on the laboratory course work. The course teaches hands on experience with a number of much used software packages.

**Detailed Syllabus**    Operating systems and Windows. Document preparation and word processing in Microsoft Word: formatting, layout, styles, sectioning, tables, etc. Storage, analysis and presentation of data using Microsoft Excel: formulae and calculation; charts; databases; applications.

**Reading List**

There is no recommended textbook for this module. All of the documentation required to complete the laboratory exercises is provided on the Web pages associated with module.

In case you really want to buy a book: any introductory book on Word or Excel will do. They all tend to be rather similar so just choose one that you like.

**Resources**    Study guide, Web page, coursework, electronic coursework submission facility, GTA and postgraduate support, computer labs.

**Module Evaluation**    Course questionnaires, course review.